

Colville Indian Housing Authority

2015 Annual Report

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Vision

We envision a community that is safe, drug free and clean, where all generations have pride, and mutual and self-respect.

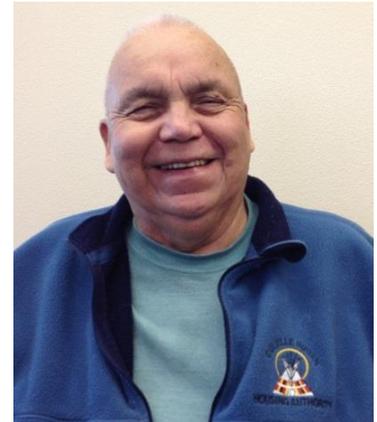
Mission Statement

The mission of the Colville Indian Housing Authority is to treat all of our families with respect and dignity as we provide safe, sanitary, and decent housing for federally recognized Native Americans with a preference for Colville tribal members, and to provide housing assistance and opportunities to meet the diverse needs of the members as they become self-sufficient.

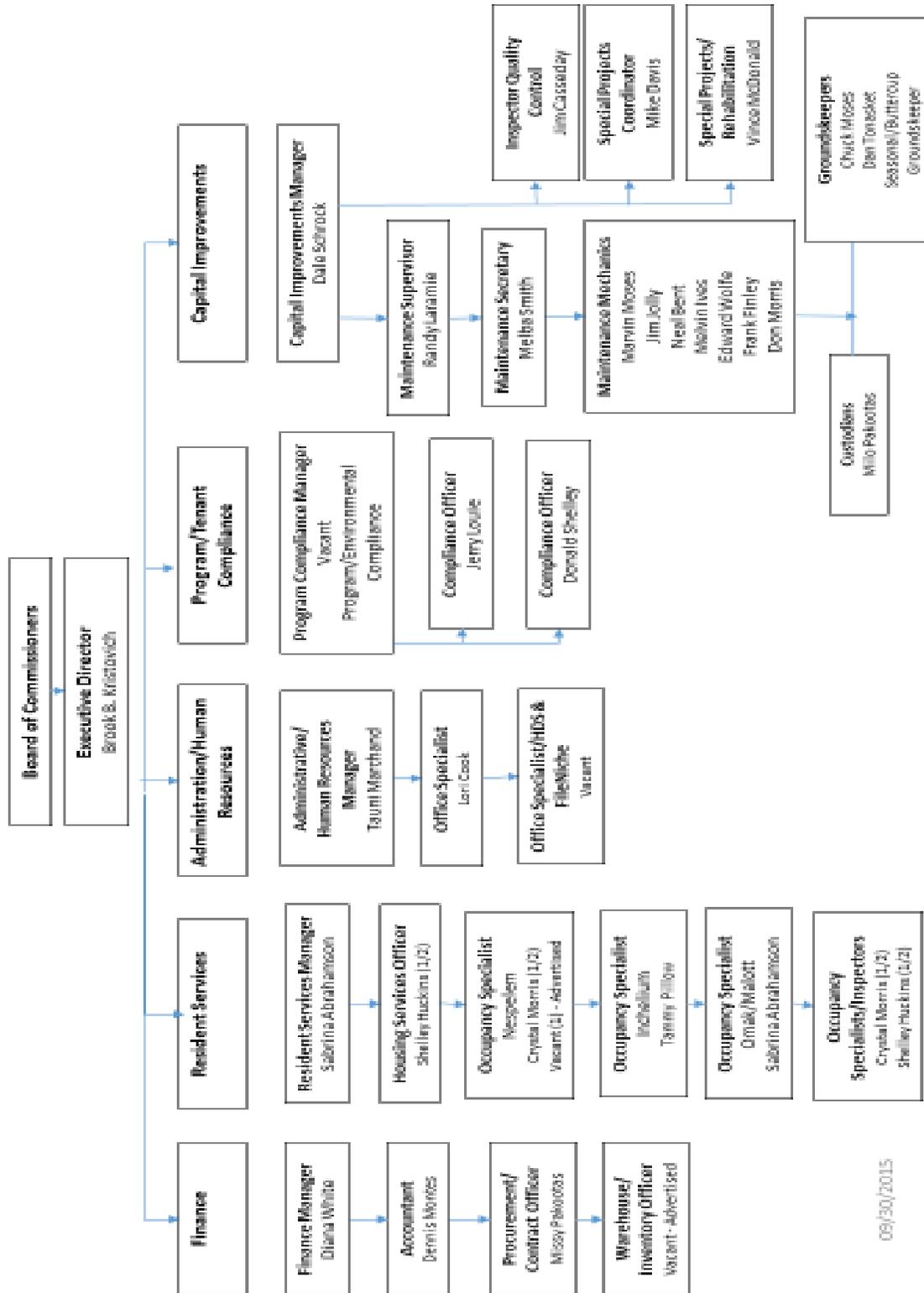
Approved by BOC, March 19, 2015

Board of Commissioners

Chair, Keith “Soy” Redthunder (Nespelem)
Vice-Chair, Nancy Michel (Inchelium)
Secretary/Treasurer, Walter F. Arnold (Keller)
Member, Ellen Moses (At-Large)
Member, Melanie Green (Omak)



Colville Indian Housing Authority



09/30/2015

EXECUTIVE DIRECTOR

Brook B. Kristovich



It seems as if 2015 just started but here we are at the end already; where has time gone, and so quickly? As you look over the reports throughout this Annual Report, you will see that overall we have all been very busy carrying out the Mission of the housing authority.

From a professional and personal perspective, I have been here for three years and cannot believe it has gone by so fast. In September, after more than 18 years, I stepped down as the Chair of the Northwest Indian Housing Association. I want to thank the Board of Commissioners for their support as I served in that capacity.

Core Values

What I have stressed to all staff over the past three years are that we treat our families fairly, consistently, and always with respect. Something I strive for each and every day, and what our families should come to expect from the housing authority. This should be relayed on a day to day basis as we strive to meet our Mission. It is also something that I also hope to always do when meeting individually with families, whether it is in a District Meeting, on the phone, in person and during the many appeal hearings held when families are in non-compliance.

Organizational Changes

There continues to be evolving organizational changes as the managers and Board of Commissioners continue to monitor where we are and what we are attempting to accomplish throughout the year. You will see some positions in the Organizational Chart with some staff stepping up and taking on additional duties; splitting their time between two positions. As long as this work, we will continue this practice. We have also had some management and staff changes this past year; those too you will see.

Sabrina Abrahamson has taken on the Resident Services Manager position while also overseeing the Eagle Nest Low Income Tax Credit Project and being the Omak District Occupancy Specialist. Shelley Huckins has taken the Housing Officer position so now works with the Down Payment Assistance Program and Inspector duties. Crystal Morris stepped up to be the Occupancy Specialist overseeing the White Buffalo Meadows Low Income Tax Credit Project as well as Inspector duties. We welcome Tammy Pillow to the Resident Services staff to oversee the Buttercup Lane Low Income Tax Credit Project and being the Inchelium District Occupancy Specialist after Myra Aubertin left the organization. At the end of the fiscal year we are advertising for another Resident Services Occupancy Specialist to serve the Nespelem and Keller. So you can see there have been major changes within the Resident Services Department. Thank you to everyone for their ongoing commitment to make it a great department.

In the Finance Department we welcome Dennis Montes as the Accountant. As the fiscal year comes to an end, we have also been advertising for the Warehouse/Inventory Officer position with interviews happening the first part of November.

2015 Budget Cuts

With all the changes occurring operationally, we also had to make adjustments in our operations with a budget cuts of \$386,000. With the cuts we had to make significant cuts including eliminating the \$5,000 grants to the Community Centers in Keller, Omak, Nespelem and Inchelium. We also made reduction in other programs like the Down Payment Assistance and the Rental Assistance Programs. We even eliminated the contribution that we had budgeted in the past for Police Department and Animal Control services. After doing that we lost the Community Police Officer designated to housing. We are hoping for an increase in budget to make up some of these cuts in 2016.

Policies Amended as Needed

It is an ongoing practice to review program policies as well as overall operating policies throughout the year. During 2015 policies that were revised included the Controlled Substance and Drug Paraphernalia Policy; the Procurement Policy; the Rental Admissions and Occupancy Policy; and the Personnel Policy. By the end of the fiscal year another policy was being reviewed and discussed, the Smoke-Free Housing Policy, which would make it against policy to smoke in our managed homes and enclosed spaces; as well as our offices and community centers.

Development Plans

We had a busy year with the construction of Eagle Nest, another Low Income Tax Housing Credit Project of 20 new homes. Substantial completion occurred at the end of September for 15 of the homes and the remaining 5 homes in October. The contractor for this project was St. Clair Construction, Inc. out of Alberton, Montana. Thank you to Smoker Marchand who was commissioned to design our Project Sign.



Colville Homes #4 in 2016

Future expansion of the White Buffalo site is still one of the priorities as this is the one site the furthest along with infrastructure in part of the site. Colville Homes #4, another Low Income Tax Credit Project is being planned, with the application to be submitted to the Washington Housing Finance Commission the first part of 2016. This project will include 12 two and three bedroom triplexes on the property across the street from the Senior Apartments in Nespelem. Also part of this project will include some major rehabilitation of 37 homes located in Inchelium and Keller. The Consultant working with management is VitalSpirit LLC out of Kansas City, KS.

Supportive Housing Preplanning in 2016

The housing authority was successful in applying for \$50,000 in preplanning funds from the Enterprise Community Partnership to do planning and determining the feasibility of constructing and operating some Supportive Housing in one of our districts. Supportive Housing would be for those individuals that are currently not served by most agencies; at least in the area of housing, combined with wrap around services such as Veteran services, Alcohol Drug Counseling, Behavioral Health Services, and other special needs. Once the planning starts as

soon as November, multiple meetings will be held with the Tribe and service departments of the Tribe, as this is a partnership program beyond just the housing services themselves.

Mold Remediation and Prevention

The housing authority after submitting an Development Block Mold Remediation and application was a so it was very exciting this year. With the the year, the actual 2016. \$486,427 was housing authority homes will be assisted Capital Improvements identified a number of



was successful in 2015 Indian Community Grant application for Prevention. The national competition, to have been funded award being so late in work will begin in received, along with match funds, 180 this coming year. management has homes to work on, but

if you are one of the unfortunate families with mold issues, please make contact to Mike Davis, Special Projects who will be overseeing the remediation and Prevention activities. Areas affected by mold will be repaired, including walls, floors, bathroom fan replacements, etc.

Northwest Indian Housing Association Employee of the Year

During their September Quarterly Meeting, the Northwest Indian Housing Association recognized people from the region for their exemplary work. This year they recognized Dale R. Schrock, Jr., Capital Improvements Manager as the Employee of the Year. Congratulations Dale, an honor well deserved!



Northwest Indian Housing Association Heroine of the Year



This year Northwest Indian Housing Association also recognized for the first time their Heroine of the Year for the selfless act Mandy Carson did to be the first responder to a house fire in the Malott subdivision last winter. It was because of Mandy's actions that a family was rescued from the blazing fire. Congratulations Mandy!

Board and Manager's Retreat

The Board and Program Managers had their annual retreat to review where we are now, and where we want to go in the future. Here is a preliminary look at some of the business operations and where the resources are now and how many more are needed to accomplish the tasks identified. The Indian Housing Block Grant received each year is not enough to do all that needs to be done.

Organizational Development

Business Operations	Annual Cost	2015	2016	2017	2018
Staffing/Training	\$1.5M				
Eagle Nest Homes/Community Center	\$5.0M	\$3.3M LIHTC \$700K IHBG \$326K AHP			
Supportive Housing-Planning			\$50K ECP		
Eagle Nest Market Rate Housing			HUD 184		
Inchelium Development	\$1.0M		Title VI		
Inchelium/Keller Rehabilitation – CHLP#4			LIHTC	LIHTC	
White Buffalo Development – CHLP#4	\$7.0M		IHBG LIHTC	IHBG LIHTC	
Land Acquisition	\$0				
Playgrounds	\$350K	IHBG	IHBG	IHBG	IHBG
Education	\$60K	IHBG	IHBG	IHBG	IHBG
Community Signage	\$60K	IHBG	IHBG	IHBG	IHBG
Lighting	\$200K	IHBG	IHBG	IHBG	IHBG
Bus Stops	\$125K	IHBG	IHBG	IHBG	IHBG
Modernization	\$700K	IHBG	IHBG, ICDBG	IHBG	IHBG
Maintenance	\$600K	IHBG	IHBG	IHBG	IHBG

ADMINISTRATION

Tauni Marchand, Admin/HR Manager
Lori Cook, Office Specialist



I. Travel

39 travel requests were processed; this is down by 11 requests from previous year.

- a. **Resident Services** (6 travel requests)
 - i. LIHTC Leadership Institute
 - ii. Board Retreat
 - iii. WSHFC Tax Credit Compliance
 - iv. Pathways Homes
- b. **Compliance** (0 travel requests)
- c. **Administration** (11 travel requests)
 - i. Needs Assessment
 - ii. NWIHA Quarterly Meeting (January)
 - iii. AMERIND/NAIHC Annual Convention & Trade Show
 - iv. Board Retreat
 - v. Tribal Marijuana Conference
 - vi. NWIHA Quarterly Meeting (April)
 - vii. Executive Committee Meeting
 - viii. NWIHA Chairman – Executive Director Meeting
 - ix. NWIHA Quarterly Meeting (September)
 - x. Meeting with HUD Grant Award

- d. **Capital Improvements** (7 travel requests)
 - i. 18th Annual Building Officials Short course
 - ii. AMERIND/NAIHC Annual Convention & Trade Show
 - iii. Board Retreat
 - iv. NWIHA Quarterly Meeting (April)
 - v. WSHFC Tax Credit Workshop
 - vi. NWIHA Quarterly Meeting (September)
- e. **Finance** (3 travel requests)
 - i. Financial Management; Program Income; and Basic Audit
 - ii. Board Retreat
- f. **Maintenance** (0 travel request)
- g. **Board of Commissioners** (11 travel requests)
 - i. NWIHA Quarterly Meeting (January)
 - ii. ATNI Winter Conference
 - iii. Board Retreat
 - iv. NWIHA Quarterly Meeting (April)
 - v. ATNI Mid-Year Conference
 - vi. ANTI
- h. **Tenant** (1 travel requests)
 - i. NWIHA Quarterly Meeting (September) – Award Recipient

II. On-Site and/or Local Training

- a. AMERIND Safety Training & OSHA 10 Certification
- b. 401K Presentation
- c. CPR First Aid
- d. LIHTC/NAHASDA Compliance Training
- e. Mold Remediation
- f. AHERA Building Inspector refresher course
- g. Asset Management – Resident Services
- h. HDS Training

III. Reasonable Accommodations

- a. 18 reasonable accommodation applications received, 15 requests have been approved, 2 request was closed due to non-response, and 1 request was forwarded to Capital Improvements as a modification request. The requests have doubled from last year's numbers.

INSURANCE

- I. AMERIND Risk Management Corporation
 - a. 3 claims processed: 1 water claim (partial loss); 2 fire claim (total loss)
 - i. 4 claims currently open
 - ii. 1 claim is a carryover claim from FY 14 that is still currently open.
- II. Conover Insurance (Vehicles)
 - a. No vehicle claims – however we have had a lot of gas thefts.

PERSONNEL

III. Employment Hiring

- a. March – Accountant
- b. March – Seasonal Groundskeeper
- c. April – Housing Services Officer (In house hire)
- d. September – Advertised Occupancy Specialist & Fixed Inventory Asset Specialist (In process)

IV. Benefits Administration

- a. Medical & Vision Monthly Rates changed as of January 1, 2015. The benefits plan is now being administered by HealthSmart. Nothing within the plan was supposed to change, however I know some employees have had some issues with using their new benefits cards.

1. Employee = \$525.62 *Employer Paid*
2. Spouse = \$359.23 monthly
3. Child(ren) = \$312.66 monthly
4. Family = \$695.12 monthly

- b. Dental Monthly Rates – no increase

1. Employee = \$22.08 *Employer Paid*
2. Spouse = \$20.78 monthly
3. Child(ren) = \$29.42 monthly
4. Family = \$50.20 monthly

- c. UNUM Annual re-enrollment was held on June 25, 2015 during an all staff meeting. Greg Stinzi from Stinzi Insurance came out and reviewed through Life Insurance information. Below outlines CIHA employer paid coverages.

- i. **UNUM Life Insurance Provider**

1. Each employee is covered for \$50,000 Life Insurance, employer paid benefit

- ii. **Short Term Disability Provider – UNUM**

1. Elimination period is 7 days for disability due to an injury and/or sickness. Benefits begin the day after the elimination period is completed.
2. 60% of weekly earnings to a max benefit of \$1,200 per week.
3. Max period of payment = 25 weeks

- iii. **Long Term Disability Provider – UNUM**

1. Elimination period is the later of 180 days; OR the date your short term disability payments end, if applicable. Benefits begin the day after the elimination period.
2. 60% of monthly earnings up to a max benefit of \$6,000 per month

- d. Workers Compensation Overview

- i. For FY 15 we had 2 workers comp claims reported, sub-totaling \$2,750.00. One claim has been closed and the other remains open. The total amount incurred will be greater than \$2,750.00

1. Cut, laceration
2. Contusion

e. Special Projects:

- i. Manage SAMS: (System for Award Management System) registration. This system replaced the previous CCR system and is required for entities that receive federal funds.
- ii. Down Payment Assistance Program: worked with 4 families on their application, eligibility, and debt-to-income ratio. Out of the 4 families, one client was pre-qualified as eligible; and two did not meet the eligibility requirements (exceeded DTI); and 1 client did not follow through.
- iii. ICDBG Mold Remediation Grant: assigned the grant application process, ensured all information was entered into the SF-424 application and worked closely with the grant writer and management team. Worked through grants.gov to process our registration and upload the grant application.
- iv. HUD On-site Monitoring was held during July 13 – 16, assisted HUD staff when requested.
- v. FCAS (Formula Current Assisted Stock): assisted the Executive Director and Capital Improvements Manager with reconciling our unit count. Created spreadsheet to keep master list of our unit listing.
- vi. North Star & Tunk Block Fire: Assisted and coordinated with CIHA staff, and Tribal Programs to assist with the fires. This consisted of CIHA volunteers; vehicles; notification to tenants; attend the Emergency Operations Center morning meetings.
- vii. Colville homes # 4 RFP review and selection of VitalSpirit, LLC as development consultant.
- viii. Eagle Nest LIHTC Grand Opening – coordinated and planned the ceremony.
- ix. HDS Unit Updates: working on entering DOFA date and square footage into HDS to complete unit file. (work in progress)

RENTAL ASSISTANCE
Lori Cook, Office Specialist

RENTAL ASSISTANCE ANNUAL BUDGET

Budget 2015	\$30,000.00
Grants Awarded	\$28,725.00

- 55 New applications for Rental Assistance were received from October 1, 2014 thru September 30, 2015.

- 22 Applications were completed, approved and paid for a total of \$28,725.00. An average of \$1,305.68 per grant.
- Grants awarded were to the following areas were included for housing: Omak – 8; Coulee Dam/Grand Coulee – 6; Spokane – 5; Tacoma – 2; Wilbur – 1.
- 16 Applications were denied due to insufficient income, debt owing to housing, ineligible due to LBP regulations, and other policy violations.
- 11 Applications were withdrawn by applicants request or due to no response after 90 days.
- 6 Applications are pending, awaiting additional information and verification.

In addition to managing the Rental Assistance Grant Program, sending out monthly statements, receipting monthly payments, doing the mail, handling the phone and tenants inquiries, maintaining inventory and procurement of office supplies and lunchroom supplies, I also manage the following:

1. NSF Check Log
2. Direct Deposit Payment Log (electronic funds transfers)
3. Payroll Deduction Log
4. Vehicle Maintenance Logs (oil changes, tires and service calls)
5. Maintain IT work order Log
6. Maintain Employee Training Log

I also organize luncheons for lengthy board meetings, all-staff meetings and holiday dinners.

RESIDENT SERVICES DEPARTMENT



Sabrina Abrahamson, Resident Service Manager

After a long absence from Colville Indian Housing Authority I was hired back on as the Occupancy Specialist/Omak Site Manger in December of 2014. With the loss of three Resident Service Department staff I was offered to take on the Resident Service Manger as Interim. Recently this position had become permanent.

I work out of the Omak office Monday, Wednesday and Friday, and on Tuesday and Thursday out of the Main office in Nespelem.

So much has changed from years ago, but the end result is still the same “to treat all of our families with respect and dignity as we provide safe, sanitary, and decent housing for Native Americans.

Tax credit is very new to me, but with the help of Emily Giakoumis, of VitalSpirit, our Asset Management Consultant and Resident Service Team, everything is going well. September was a very busy month at Eagle Nest. Fifteen of the Colville Homes III homes were moved into, with the awesome teamwork between Resident Service staff and Mike Davis. Five more units were

moved into by the end of October with our units being fully rented up.

With management changes within Resident Service, two staff members have taken on additional duties; Shelley Huckins doing both Housing Officer and Inspector duties, and Crystal Morris doing both Occupancy Specialist over White Buffalo Meadows and Inspector duties. I cannot thank them enough for stepping up and taking on those added duties. Hopefully we can fill the Occupancy Specialist position and get back on track.

During the months of my hire there had been (10) move in's for the Omak district: (6) in Omak and (4) in Malott. Also to mention the (20) Tax Credit homes at Eagle Nest.

Omak Head Start held their annual graduation ceremony utilizing the community center May 21, 2015.

August 18, 2015 Rocky River Rd, Moccasin Flat, Lone Pine and Eagle Nest were evacuated due to the Tunk fire, this evacuation run through the 21st.

Training:

March 10-11, 2015	Tax credit WSHFC Seattle, Low Income Housing Tax Credit Essentials
July 8, 2015	TOSHA First Aid
July 21-23, 2015	Emily Giakoumis, VitalSpirit Low Income Housing Tax Credit Training and File Management
July 30, 2015	CIHA Home Fair
August 11-13, 2015	Robyn Thorne, VitalSpirit, Low Income Housing Tax Credit Program and Eagle Nest Rent Up

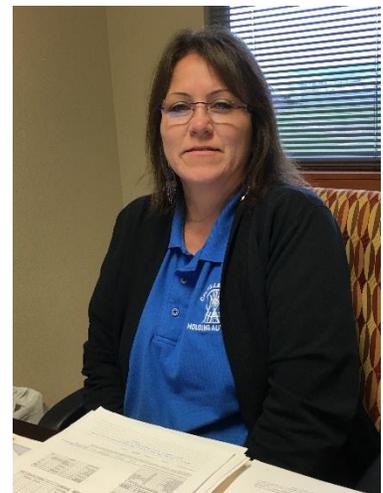
DOWN PAYMENT ASSISTANCE PROGRAM

Shelley Huckins, Housing Services Officer

Down Payment Assistance Program

A short review of the Down Payment Assistance Program since it started in February 1999:

- ❖ 218 Tribal member families were provided grants to buy their homes.
- ❖ The price range of the homes that was purchased is from a low of \$9,900 to a high of \$189,000.
- ❖ The down payment amounts were from \$817.89 to 17,780.00.
- ❖ Total amount market value of homes purchased was \$20,085,358.24; with an average over 218 homes of \$92,134.67.



For our fiscal year 2015, twenty-nine (29) applications were received for the Down Payment Assistance Program. The down payment assistance granted was between \$2,300- \$9,200. Each of those individuals and/or families was treated with the utmost respect. The same applied to the phone inquiries of our website where you can obtain an application with the policy.

The Down Payment Assistance Program assists two levels of household incomes, those up to 80% of area median income and those between 80%-100% of area median income. We are restricted from serving households over 100% of area median income.

The number of homes in the 80% category -7

The number of homes in the 80-100% category -3

CIHA provided an average of 10 Down Payment Assistance this year.

- ❖ 1 home was approved in Omak.
- ❖ 2 homes were approved in Okanogan.
- ❖ 2 homes were approved in the Electric City.
- ❖ 1 homes was approved in the Elmer City.
- ❖ 1 home was approved in Grand Coulee.
- ❖ 3 homes were approved in the Spokane.

There are 6 pending applications I'm waiting for more information. There are 3 applicants that have been pre-approved. There were 6 applicants that were either over income, over the debt ratio, or had used this program one time before. There were 3 applicants that withdrew their application. There is 1 applicant that was approved after the new fiscal year started.

No Down Payments were processed for western Washington during this fiscal year. The cost of living make it unlikely that a Tribal member could remain low income eligible and still afford to purchase a house in that area.

Since our mission is to provide safe and sanitary housing, we must insure that people have the houses appraised, inspected and tested for Lead Based Paint for any homes built prior to 1978. The testing must be done by an EPA Certified LBP Assessor.

Another issue that is pertinent to Tribal members who are wanting to purchase their first home is the difference in purchasing on Trust Land and purchasing Fee Property. There is also a big difference between purchasing an existing home site and developing a new site for a home. Proper procedure and resources for each situation were provided.

In today's market, it is difficult to find a suitable house for any less than \$100,000.00. As evidenced by these figures, the first down payments, which averaged \$3,800.00 could now jump to \$9,200.00 or be as low as \$2,200.00.

Our down payment grants are available for both 'Tribal Credit' home loans and for use toward standard banking home loans like the 'HUD 184' guaranteed loans. This information has been passed on to our Tribal members who are applying for the assistance.

The HUD 184 could alleviate *some* of the burden to our annual budget since that loan only requires 2.25% down payment and costs less in interest and fees. For this fiscal year we have two applicants who have obtained financing through the HUD 184 loan program. Applicants of the Down Payment Assistance Program are advised of the HUD 184 program, however, it is each individual's choice as to where and how they obtain financing. Consideration is being given to recommend amendments to the Down Payment Assistance Program Policy, requiring the HUD

184 Loan Program be the first loan application; then if denied by that program, using Tribal Credit.

Counseling for applicants has been provided regarding their financial situation and their credit status. Based on each situation, advice for budgeting and credit repair to establishing good credit was provided. I'm helping clients who apply for the DPAP with credit repairs and budgeting. I recently started to go with the occupancy specialist and inform the tenant of renters insurance and how to budget their money for unexpected costs.

ELDER MINOR HOME REPAIR PROGRAM

The goal of the Elder Minor Home Repair Program was to allow for rehabilitation of homes that do not meet current building codes, but will allow work on elder units so that the elders can stay in their family home as comfortably as possible.

Based on the policy guidelines this is a once in a life time grant. In order to insure that serious health and safety issues would be addressed first.

As Housing Services Officer I assisted Elders by doing the following: Explaining our program; helping with completing the application form; obtaining required documentation such as verification of home/land ownership, verifications of income, and when needed, helped obtain Social Security information. I wait for a final approval then move the file over to Special Projects Coordinator Mike Davis.

Throughout this Fiscal Year there was 19 applications received. There are 10 applications received since May. The 9 applications that were approved were sent to Mike Davis, the others need more information.

EXPANDED DUTIES

During Fiscal Year 2015, my duties were expanded a great deal. My current obligations are to inspect the low rent, mutual help, NAHASDA rentals, NAHASDA homeownerships. I also helped with the holiday baskets and Amerind coloring contest.

TRAININGS

Trainings I have taken since becoming the Housing Officer include:

- Budget Class with Molly Morris at Career Path in Omak.
- Credit Report Reading with Damaris Ortiz
- Pathway Homes with Cielo Gibson and Charmayne Dolphin in Warm Springs, Oregon.
- First Aid and CPR Training in August.

SUMMARY

I started working in this position in May 2015. I have used the Down Payment Assistance for myself back in 2002. This was quite a while ago. So I was very rusty. Since starting this position I've had a lot of help from several employees; Brook Kristovich and Tauni Marchand being the main ones. I've also had a lot of training. What makes this all worthwhile after all the stress and sighs, is when I see a person smile big because of the help we were able to give them. And the many Thank you I get. I like my job a lot and I see myself working here until I'm unable do this anymore.

BUTTERCUP LANE
Tammy Pillow, Buttercup Lane Site Manager

Move In's: 6 total - 5 tax credit, 1 professional house
Move Out's: 8 total - 6 tax credit, 1 professional house, 1 non-low income rental (Red Hawk)

Inspections:

Move in inspections: 6 - 5 tax credit, 1 professional
Inspections: 70
Re-inspections: 11

Additional Inspections:

Raymond James – August 2015 and State inspections March 2015

Training attended:

Low Income Housing Tax Credit, Washington Housing Finance Commission - Seattle 2015
Basic CPR - July 2015
Low Income Housing Tax Credit Training, VitalSpirit - July 2015

Facility use:

Conference Room: CTFC Interviews; CIHA Board Meetings; Public Meeting

Great Room: Yoga classes - Monday & Thursday; Thanksgiving Dinner; Christmas Party; Birthday Party; Buttercup Lane Tenant Appreciation Dinner; Baby Shower; Assist Training; Fish & Wildlife Training; Chronic Disease Classes

Other Activity:

- Emily Giakoumis, VitalSpirit consultant came to the office to do some onsite training. I personally am pleased with the working relationship and have a lot of confidence in our contact, Emily Giakoumis.
- I worked with the animal control officer to provide dog tags to the Incheilium residents at no cost.
- I continue to have a good working relationship with the local CCT Tribal Police Officers. They make a point of frequently patrolling through the BCL site when they come up to use the sub-station office. We have exchanged cell phone numbers. They have called me after hours to keep me aware of any activities in BCL community that I need to be aware of.
- I assist other CIHA staff as requested:
 - Post or deliver notices for the compliance department.
 - Check on regular units and report back as requested by the Resident Services Manager, Maintenance and Compliance.
 - Assist with clean up as needed for the BCL and regular housing units (trash from yard, cleaning to prepare unit for occupancy and prevent permanent hard water stains).
 - Perform pre-inspections for non-BCL units as requested.



Follow Up Inspections	21
Compliance Inspections	5
30 days after move in-	42
60 days after move in-	42
90 days after move in-	42
Transfer Requests	1
Total Inspections	492

Training from October 2014 to September 2015:

December 2014	AMERIND Training
December 2014	OSHA 10 Certification Training
March 2015	Low Income Housing Tax Credit Essentials, Washington State Housing Finance Commission
July 2015	Basic 1 st AID/CPR Training, TOSHA
July 2015	Low Income Tax Credit Program Overview, Operations and Compliance, VitalSpirit LLC
October 2015	Admissions & Occupancy Training, National American Indian Housing Council

COMMUNITY OUTREACH

1. **Food Baskets** (November and December)-Each holiday season we give away 25 food baskets for Thanksgiving and 25 food baskets for Christmas to our current tenants. This past year we included individuals who used the Elder Minor Home Repair program through Sharey. Crystal and Shelley did the shopping for the baskets and the staff from CIHA were able to help deliver the food baskets to families. The families were thankful for our generosity.
2. **Coloring Contest** (April to May) - Each year AMERIND has a coloring contest. This year we didn't have very many entries turned into CIHA on time and some pictures were disqualified for using lead pencil in their pictures.
3. **Earth Day Celebration** (April) - CIHA Resident Services had a booth put up at the celebration located at the 4th of July Grounds here in Nespelem. We gave out water bottles and bags, provided information for the waitlist applications, tax credit applications and down payment assistance program.
4. **Home Fair 2015** (July) – Took place at the 4th of July grounds pow-wow arbor. All of resident services staff volunteered to go around to the districts and ask for donations for our door prizes we were going to give out during Home Fair. (Sabrina & Shelley-Omak, Dorothy & Crystal- Coulee Dam, Tammy-Inchelium, Kettle Falls and Colville). This year's focus was fire safety in and around the home.
5. **Grand Opening @ Eagle Nest Housing Development- October 16, 2015** we had a luncheon and cake for our grand opening of Eagle Nest -Omak. We had 3 units released to us so we could allow the public a chance to view the 2 bedroom, 3 bedroom and 4

bedroom layout of the floorplans in the Eagle Nest Units.

ACTIVITIES AND EVENTS

1. **December 2014**- We welcomed 2 new staff members to Resident Services. Sabrina Abrahamson, Eagle Nest Site Manager and Occupancy Specialist and Tammy Pillow Buttercup Lane Site Manager and Occupancy Specialist.
2. **March/April 2015** – We experienced a turnover of three staff members in Resident Services: Resident Services Manager, Housing Officer and White Buffalo Meadows Site Manager/Occupancy Specialist. Shelley Huckins and I stepped up and took extra job duties so nothing came to a stop. It has been challenging and stressful at times but we are getting through it with much needed help from our co-workers.
3. **June 2015**- We prepared for the Seattle HUD Office pre monitoring visit scheduled for July 2015.
4. **July 2015**- Seattle HUD Office sent over a Grants Evaluation Monitoring Team to go over all of our files and etc. Shelley and I brought two of the HUD staff to different districts so they could do their own inspections in Omak, Keller, Inchelium and Nespelem Districts.
5. **September/October 2015**- All Resident Service staff including Sabrina, Shelley, Tammy and I were in Omak to help with the move in process for Eagle Nest Homes. Tammy read through the lease with the tenants. Sabrina receipted prorated rent payments and damage deposits. Shelley and I did the walk through move in inspections with tenants and issued the keys to the units.

WAITLIST AND OTHER PROJECTS

1. **Waitlists** – Sabrina handles regular low rent and tax credit waitlists for the Omak District, Tammy handles regular low rent and tax credit waitlist for Inchelium and Crystal is handling regular waitlist and tax credit for Nespelem and Keller until we hire another staff member for the regular waitlists for Nespelem and Keller. Shelley is helping out the best she can so we have coverage in our department and not fall behind in inspections.
2. **Site Maps** – Crystal updates the housing development site maps. They are updated every other month as units become vacated and filled; so they should be more accurate.
3. **Housekeeping Training**- Crystal put together a housekeeping tips for tenants in need of training for better housekeeping to make their homes more clean and sanitary. Crystal and Shelley will have completed a few trainings with our tenants in need of better housekeeping using the booklet and pictures of key points the tenants need to focus on.

COMPLIANCE

Jerry Louie, Compliance Officer



Notice of Defaults & Terminations: 108

Number of families/individual tenant(s) served notices because they have been Non-compliant including non-payment of rent, failing to maintain the home, and lifestyle choices including domestic violence and/or criminal/illegal activities.

3-day Notice to Vacate: 3

Pertains to Dangerous Activity, mostly drug related activity.

7-day Notice to Vacate Premises: 54

Typically used when Tenant fails to respond to the Notice of Default and Termination after the 31 days has elapsed. Also used for violation of Contract rider or drug related/criminal activity.

Contract Riders: 66

Signed Amendments by the Tenant(s), Compliance and Executive Director in order to bring the families/individual into Compliance with Lease Agreements and Occupancy Terms and Conditions.

Unlawful Detainer: 23

These are Tribal Court documents after the Notice and Default and Termination is served, the 7-day Notice to Vacate and appeals to the Executive Director Brook Kristovich have failed to come to a remediation. Unless a Stipulated Agreement can be reached between CIHA and the tenant.

Abandonments: 9

Families/individuals that just left the home without giving proper notice to CIHA staff that they were moving out of the home.

Stipulated Agreement: 5

Final Agreements reached between the family/individual in Non-Compliance and Housing, with Tribal court acknowledgement and signature in lieu of termination. If this agreement is not complied with, the family/individual lease is terminated.

Court Order Evictions: 10

Number of families/individuals who have gone through the whole compliance process and still in non-compliance and a court case was filed. Hearing was held and the Tribal Judge issued a court order evictions.

Notice of Trespass from CIHA: 76

The current number of individuals on the Notice of Trespass list for a number of reasons including drug related incidents, domestic violence, criminal activity, neighborhood disturbances, gang related activity, etc.

Referrals form Tribal Police: 32

Number of reports submitted to the Compliance Department from the Tribal Police. Huge drop from previous years.

Tenant Appeal Meetings with Brook Kristovich and Compliance: 148

This does not include other department's appeals or meetings. Default and Termination appeals, Background checks, Per-Capita holds.

Background Checks: 196

Training: Drug Identification training with Drug Task Force, Tribal Law and Order/Sovereignty

I am currently past my 3rd year in the Compliance Department and have a great co-worker Don Shelley. We work together and work with Tenants to keep them informed and in compliance with their Lease Agreement and Occupancy Terms and Conditions.

While it may seem like a lot of CIHA tenants were Defaulted, I really believe the tenants and our Tribal Council understand that we are working with the tenants to keep them in their homes and to make life changes for themselves and family. The Compliance Department continues to work with the Tribal Police Officers such as Corporal Arroyo, Corporal Tony Marchand and Officer Knutson; these officers are most helpful to CIHA and assist anyway possible.

Don Shelley is always willing and able to assist accounting, updating the CIHA website and assist Resident Services. We enjoy the teamwork it takes to work towards our mission of keep everyone safe, secure and drug free housing.

As you can see by our numbers Brook Kristovich has been busy with quite a few appeals. Our Tribal Police referrals are way down from previous years but we seem to keep gathering information from all sources within our Tribal Government.

It's been a challenging year but a good year to work with great people at CIHA.

COMPLIANCE – COLLECTIONS

Don Shelley, Compliance Officer



Goals

Goals for 2015 were to increase financial compliance. I have been calling tenants personally to discuss any past due amounts and encourage them to make a payment before legal action was taken.

Past Due Notices

The newly reworded past due letter was sent out this year with positive results. We received calls from quite a few tenants asking for payback agreements or paying their past due balances in full.

Background Checks

I completed 196 WSP and Colville Tribal Police background checks.

A/R Collections by Project

Low Rent Totals	FY2014	FY2015
Charges	\$329,979.54	\$366,603.53
Receipts	<u>-\$266,413.91</u>	<u>\$317,729.51</u>
Net	\$63,565.63	\$48,874.02
Percentage of Total Collected	80%	87%

Mutual Help	FY2014	FY2015
Charges	\$97,207.97	\$155,023.04
Receipts	<u>-\$90,725.29</u>	<u>-144,779.56</u>
Net	\$6,482.68	10,243.48
Percentage of Total Collected	93%	93%

NAHASDA Homeownership Totals	FY2014	FY2015
Charges	49,817.04	47,341.13
Receipts	<u>-50,720.93</u>	<u>-46,457.37</u>
Net	-903.89	883.76
Percentage of Total Collected	102%	98%

NAHASDA Rentals	FY2014	FY2015
Charges	\$83,597.11	\$101,420.96
Receipts	<u>-\$83,186.93</u>	<u>-\$97,464.58</u>
Net	\$410.18	\$3,956.38
Percentage of Total Collected	99%	96%

Tax Credit Totals	FY2014	FY2015
Charges	\$73,136.55	\$79,845.59
Receipts	<u>-\$66,669.64</u>	<u>-\$68,367.00</u>
Net	\$6,466.91	\$11,478.59
Percentage of Total Collected	91%	85%

Bad Debt	FY2014	FY2015
Charges	-\$120.29	-\$3,345.23
Receipts	<u>-\$2,100.96</u>	<u>-\$42,768.54</u>
Net	-\$2,221.25	-\$46,113.77

Bad Debt Collections

This year we were able to collect \$46,113.77 in bad debt. This was due in part to a per capita hold in August 2015. This is an increase of \$43,892.52 over FY2014.

CAPITAL IMPROVEMENTS DEPARTMENT

Dale R. Schrock, Jr. Capital Improvements Manager



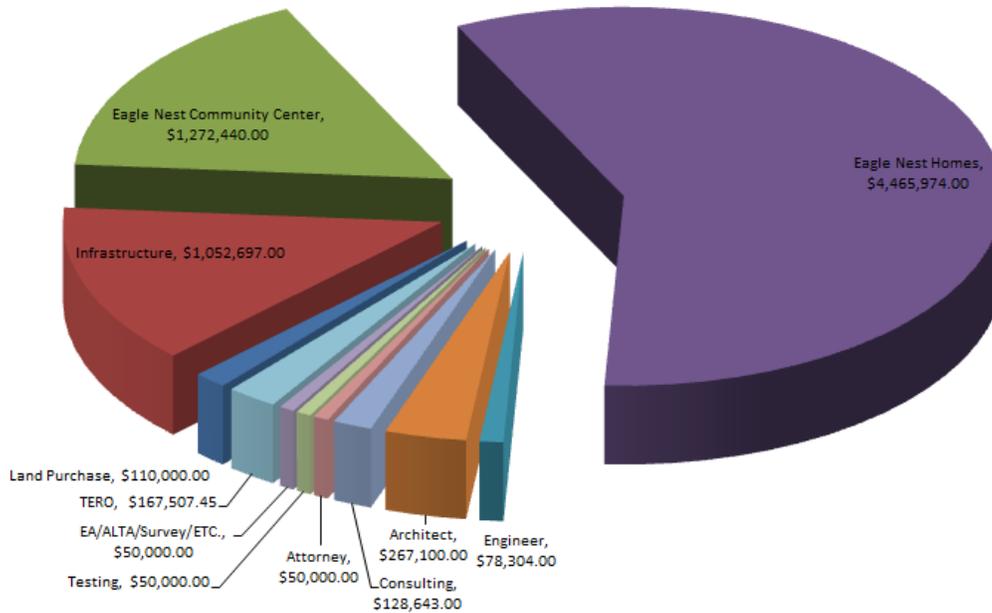
- Current Assisted Stock (CAS) Maintenance (1937 act units) 289 total units
- This program is designed for routine & non-routine repairs, CIHA maintenance crew and subcontractors will perform work. Charges will apply for items that are not normal wear and tear. Labor and materials will be charged at actual CIHA cost.
- Housing Management Services (NAHASDA units) 110 total units
- Services will be delivered by Resident Services

Department at no costs to the applicant or tenant. This

program is designed to provide the following activities: Application intake, tenant relations, lease monitoring, collections, conveying stock, interim recertification's, lease and homebuyer agreement enforcement, data collection and analysis, report preparation, file maintenance of all tenant & applicant information and correspondence, conducting inspections. Operating assistance for NAHASDA & Tax Credit -assisted units to include maintenance and utilities. Includes Salaries/Wages/fringe benefits for Tenant Services Staff; and Housing Services Staff

- Rental units in Omak, Malott, Nespelem, Keller, and Inchelium.
 - Rental Move out repair includes; Normal wear and tear items, Painting, and Cleaning
 - Rental Preventative and Routine Maintenance includes; Groundskeeping, Septic service, Smoke detectors, Plumbing, Annual inspection repairs
 - Rental Non-routine Maintenance includes; Damaged units, Emergencies, Replacement of larger items, etc.
- Home ownership units in Omak, Malott, Nespelem, Keller, and Inchelium
 - Non-routine Maintenance includes; Damaged units, Emergencies, MEPA issues
 - Homeowner assistance in repairs includes; Homeowner charges for CIHA maintenance, repairs, and materials.
- Rehab/Modernization of Current Assisted Stock consists of many items:
 - New exterior doors, deck lumber and paint front porch, fiber cement board siding installation, exterior painting, Energy Star efficient windows, roofing repairs, new cabinets and countertops in kitchens and baths, and plumbing items: water heaters, toilets, washer boxes, faucets, supply lines.
 - Interior modernization: Flooring: VCT, sheet vinyl, cove base, underlayment, Walls: repair, paint entire interior of homes, Doors: Interior doors, locks, door stops, Interior window wraps, drapes, and rods.
 - Remediation activities include the removal of asbestos containing materials used in original construction activities. Remediation includes sheet vinyl flooring and popcorn ceiling texture.

Eagle Nest Total Development Cost (preliminary)



- **Development**

Continue planning for development of new rental construction and home ownership opportunities

- **Eagle Nest Development**

- 20 Acre Site purchased by CIHA in 2009
- Infrastructure and design work completed in 2012.
- Eagle Nest Community Center construction completed June 2014
- Eagle Nest Homes construction start date; July 21, 2015.



- **Eagle Nest Homes**

New construction of 20 residential dwelling units of the following types:

- Five (5) 4-bedroom detached single family residences with attached garages,
- Five (5) 3-bedroom detached single family residences with garages,
- Four (4) 2-bedroom detached single family residences,
- Two (2) duplex units consisting of (2) 2-bedroom dwellings each, and
- One (1) duplex unit consisting of (2) 3-bedroom dwellings.

This project was funded with Indian Housing Block Grant (IHBG), Affordable Housing Program (AHP) and Low Income Housing Tax Credit (LIHTC) funds.

- IHBG is an annual formula grant that provides a range of affordable housing activities on Indian reservations and Indian areas. The block grant approach to housing for Native Americans was enabled by the Native American Housing Assistance and Self Determination Act of 1996 (NAHASDA).
- AHP grants are awarded through a competitive application process to Bank members working with housing developers or community organizations to create rental or homeownership opportunities for lower-income households.
- LIHTC is the federal government’s primary program for encouraging the investment of private equity in the development of affordable rental housing for low-income households.

Eagle Nest Homes Funding Sources

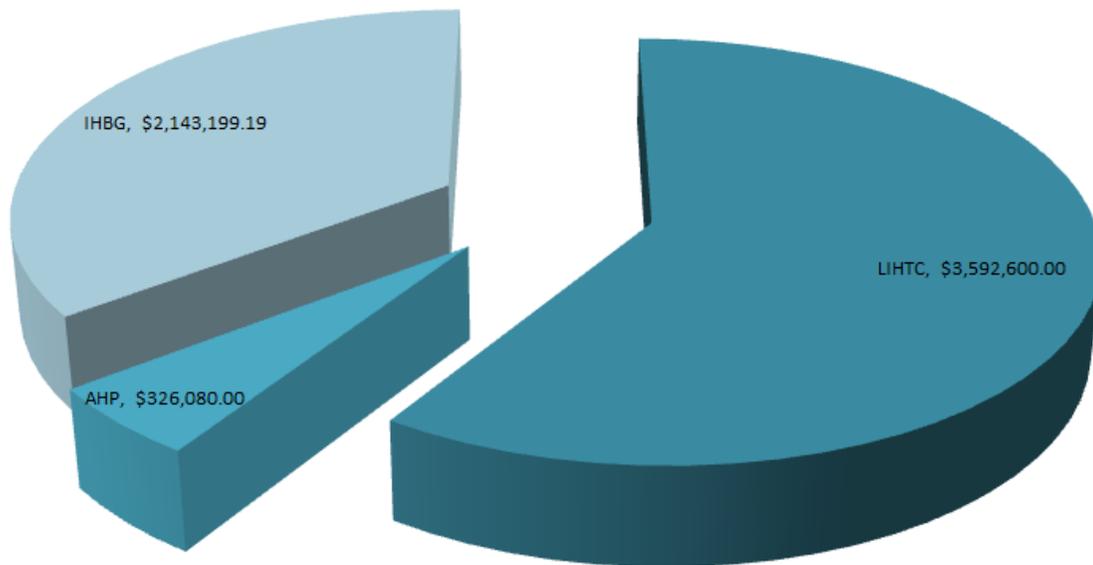


Figure 1: Infrastructure, utilities, and homes.

The Eagle Nest Homes Project summary:

- January 2014: CIHA has submitted all necessary documents for the 2014 Washington State Housing Finance Commission 9% Housing Tax Credit Program.

- April 2014: Tax Credit funding has been awarded by WSHFC. WSHFC LIHTC 40 year compliance period, set asides or commitments for 20% large households, 20% designated for homeless.
- May 2014: Eagle Nest Homes advertised for bids.
- June 2014: RBC Tax Equity Group is our tax credit investor for this project. They will invest approximately \$3,592,634 into Colville Homes III.
- July 2014: Notice to proceed is issued to St. Clair Construction, Inc. with a start date of July 21, 2014.



- Key design/construction points: The single family 3 and 4 bedroom homes have garages. All lots have sprinkler systems with timers, gravel driveways and concrete sidewalks leading to one step or no step up entry to the front door. The homes have composition roofing with gutter systems designed to direct water away from the homes, durable fiber cement board siding and energy efficient windows and insulation that exceeds code requirements. Inside the homes, we have installed vinyl plank flooring, wood cabinets and p-lam countertops, efficient HVAC systems, HRV systems for incorporating fresh air into the homes with minimal heat/cooling loss. Plumbing systems have pex piping, water sense rated fixtures, single piece molded tubs and showers, and stainless steel kitchen sinks. All bath fans are low sone (quiet) energy star rated with 60 minute timers.
- 2015 February. CIHA awarded AHP Affordable Housing Program funding in the amount of \$326,080 by Federal Home Loan Bank of Seattle. RAC signed in March. Funds drawn down in April.
- July 2015-September 2015: Construction continues through moderate winter and early spring thaw. Late summer fires threaten homes as work approaches completion.
- Certificates of occupancy are issued in September, 2015 with substantial completion certificates to follow.
- September 28, 29 and 30, 2015: 15 families are moved in to their new homes. Not only is this an important date for the new residents, but his marks the all-important “lease up” date for the investor to start realizing tax credits for the home.

- **Colville Homes IV**

- Planning and development of our next housing project along with rehabilitation activities.
- Proposed development of 12 units of new construction along with the rehabilitation of 35 current assisted stock units. This will ensure the future viability of homes under management along with much needed housing in the Nespelem area.
- CIHA will work with Vital Spirit, LLC to prepare an application for the 2016 round of LIHTC funding.

- **Insurance Work:** Continue to complete insurance work as necessary after a loss.

- Report losses to Amerind Insurance Company.
- Inspect, photograph, and provide initial cost estimate.
- Develop scopes of work for water remediation, demolition, repairs, replacement of equipment, and in the most severe cases for reconstruction of an entire home.
- 3210 Inchelem; Complete rebuild of unit after fire. CIHA contracted work with CLAW

construction for all phases of work. Project began October 2014 and was completed in October 2015.

- 1297 and 243 in Inchelium were damaged during new water line installation by IHS, Inchelium Water District, and their contractor. The municipal water system was over pressurized resulting in 5 homes with fixtures that malfunctioned. The worst of the two units were flooded with water and had to be professionally remediated. New flooring, wallboard and cabinets were completed by Jesse Palmer Construction.
- 4151 Malott: Fire destroyed this home in January 2015. No injuries. Tenants were relocated to another CIHA home.
 - Demo awarded to Garrett Construction and complete.
 - New construction design completed by Architects West.
 - New construction contract signed with Allen Construction. 180 day contract duration. Notice to proceed issued for October 22, 2015.
- 1153 Malott: Fire destroyed this home in April 2015. No injuries. Tenants were relocated to another CIHA home.
 - Demo awarded to Cates and Erb Corporation and complete.
 - New construction design completed by Architects West.
 - New construction contract signed with Allen Construction. 180 day contract duration. Notice to proceed issued for October 22, 2015.

Elder Minor Home Repair Program **Mike Davis, Special Projects Coordinator**



Mike Davis is the Special Projects Coordinator and is responsible for the minor home repairs and emergent work on our Elders' homes.

Continue to work in collaboration with Tribal programs to allow for rehabilitation of homes that do not meet current building codes, but will allow work on elder units so that the elders can stay in their family home as comfortably as possible. This is a continuation of a program established in previous plans.

Work in collaboration with Okanogan Community Action Council, LIHEAP, USDA Rural Resources, Tribal Weatherization program, and emergency relief departments to perform weatherization and safety upgrades in low income elder housing. Funding is provided from each program.

Utilize funding from Grant Year 2014IH to perform elder home rehabilitation in the amount of \$135,000.00 to be completed by September 30, 2015.

The EMHRP performed work on 21 Elders homes during fiscal year 2015. The goals for 2015 were to complete work for as many elders possible with available funds and to ensure that all emergency work was identified and completed quickly. The EMHRP also continued to seek other forms of assistance and to aid in the completion of all necessary forms and applications; those goals have been met.

The goal for FY 2016 is to continue progressing through the current waiting list and to complete all emergency work as quickly as possible. The EMHRP will continue working with LIHEAP

and Okanogan Community Action Council to identify low income elder housing and assist with contracting for weatherization and safety concerns. The EMHRP will also continue to seek all available forms of assistance in order to provide as much funding at each home as possible.

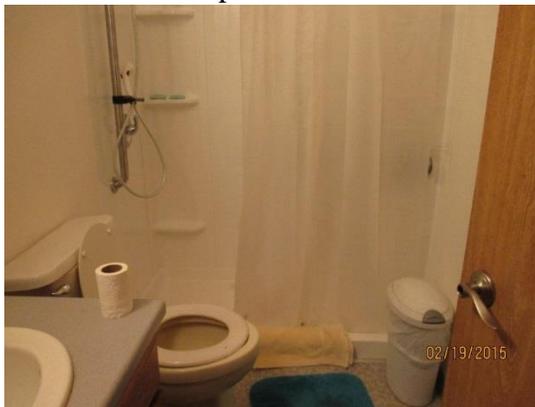
New Entry Steps



Rebuild Entry Steps and Porch



ADA Shower Replacement



New Entry Steps & New Roof



Special Projects Modernization

Vincent McDonald, Special Projects - Modernization



The fiscal year 2015 was a year of new and more focused responsibilities with the Colville Indian Housing Authority. I was hired June of 2003 as the Maintenance Supervisor. This fiscal year was my first year of no longer having the responsibilities of the maintenance department or a staff to supervise. This has been an adjustment for me.

This year was filled with situations that demanded our cooperation and coordination between Randy Laramie, Mike Davis and myself. We have the luxury of looking at projects from three different perspectives, but with a common goal. Better housing for our tenants. I busied myself with modernization, large maintenance projects, and insurance work this year.

Modernization 2015

43-02 project summary: There are 36 eligible units that meet the modernization criteria. Of that 36:

- 23 units have been modernized with exterior work. New Siding and windows. 13 units will still require this work.
- 6 units have been modernized with interior work. New floors, cabinets, wall repairs. 30 units will still require this work.

In past modernization projects, portions were broken up to complete this in sections, such as just cabinets, or floors. With possible ACM present, no work can be done until the unit has been abated. The exteriors do not present any ACM's or lead obstacles to be concerned with. But some 43-02 exterior modernization work was completed this year. The exteriors on the (8) Nespelem and (9) Omak 43-02 was completed.

Modernization of the interiors and exteriors on units #002 Nespelem and #203 Inchelium were completed as they became vacant.

CIHA is taking advantage of vacancies in the 43-02 project to complete the interior work, this eliminates the need to relocate tenant for long periods of time.

Maintenance Work 2015

There were necessary flooring repairs that need to be addressed this year. With the ACM removal work necessary. Simple floor repairs became larger projects. Projects were designed to eliminate the ACM's and make all necessary flooring repairs with contractors. 6 units were repaired with this method, now future flooring repairs can be made with no ACM's present.

Morning Star Apartments Exterior Painting 2015

Morning Star Apartments in Omak got a fresh coat of paint. Morning Star Apartments were built in two separated phases. The first phase was built and completed in 1999, the second in 2003.

The earlier three apartment building were showing substantial wear on the paint and the patio fencing was needing repairs. To bring both phases into the maintenance rotation, all five apartment building were painted. CIHA contracted with Duce Construction to repaint all five apartments buildings in Omak. This project also included fencing repairs and staining.

Morning Star Fencing Before



After



Omak Yard Care 2015

King Contracting was contracted to perform all necessary grounds keeping work at Eagle Nest Community Center and Morning Star Apartments. During this time warranty work related to the sprinkler system at ENCC needed to be completed. This project and the warranty work done, I learned so much about how these systems and how there designed.

Insurance 2015

This year there was three fire insurance projects. #3210 Inchelium. #4151 Omak (Malott) and #1153 Omak (Malott). [#3210 was completed October 16, 2015 and turned over to resident services on October 19, 2015 for occupancy.]

#3210 Before



#3210 After



#4151 - a fire loss that happen during January 2015. The unit was a total loss. The demo of the existing structure and preparation for a new building was completed during the summer. Allen Construction was awarded the rebuild contract to start October 22, 2015.

#1153 - a fire loss that happen during April 2015. The unit was a total loss. The demo of the existing structure and preparation for a new building was completed during the summer. Allen Construction was awarded the rebuild contract to start October 22, 2015.

FY 2016

So far there is ADA rehab work, rebuild work, snow plowing, modernization work and annual maintenance work going now....still have 11 months to go.

Planning for projects has become a budgetary decision and decision based on necessity. Both have provided excitement and growth and look forward to what 2016 brings.

CAPITAL IMPROVEMENTS INSPECTOR

James N. Casseday

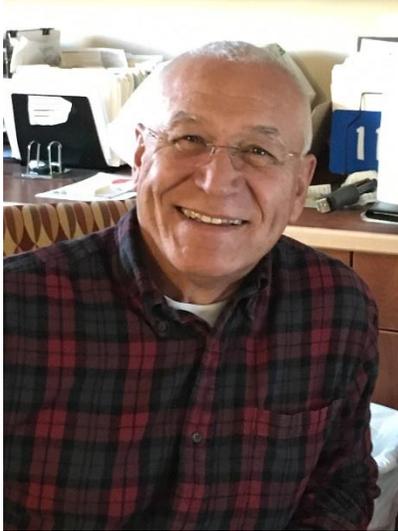


Over the last year I have assisted the maintenance staff by conducting one Damage Cost Estimate and 11 Move-out inspections. I have continued with the responsibility of the primary inspector at the Eagle Nest Development. As the project has neared completion I have assisted in the close-out procedure for each unit. As of 10/12/15 an additional 191 reports have been written documenting work progress and issues encountered.

In addition to these responsibilities I have also been involved in monitoring work progress at the Morning Star Apartments; ensuring that the contracted work was completed to a satisfactory condition. In addition, site visits were also conducted at Moccasin Flats where several of the units were being re-sided and painted. The units that have been inspected to date are as follows: 102, 105, 106, 107, 109, and 111. On unit 105, unexpected damage was encountered. The extent of the damage was documented as were the repairs. Information gathered on both projects has been provided to Modernization Coordinator.

Over the course of the last year I have also provided an initial site assessment of damage to Unit 4151 at the Malott Development. This unit was durned-out and a verbal assessment was provided to the Capital Improvements Manager. I was also involved in the process of providing emergency housing for wildfire victims by cleaning unit 1149 at the Malott Development and transporting an elder from the senior Apartments to a Red-Cross shelter at Coulee Dam High-School.

MAINTENANCE DEPARTMENT
Randy Laramie, Maintenance Supervisor
Melba Smith, Maintenance Secretary



Eagle Nest project: Community Center and 20 resident homes are now completed and have been occupied.

Maintenance will be doing the lawn care for; White Buffalo Meadow homes, Arrow Lakes Apartments, Bungalow Apartments and Butter Cup Lane homes this year. The Morning Star Apartments and Eagle Nest Community Center yards will be contracted out.



Maintenance is proud to announce another new mechanic, Don Morris to its staff. He will be joining the team with exceptional qualifications he has acquired through years of work with the tribe.

Two new seasonal grounds keepers, Dan Tonasket and Dennis Boyd were hired and have been assigned to care for White Buffalo Meadow homes in Nespelem as well as the homes and apartments in Inchelium.

Maintenance will be more involved in the full aspect of repairs to our houses that have either been vacated or damaged, with the additional personal; maintenance will be doing painting and partial cleaning of those units.

Maintenance has incorporated a drug cleaning system for the houses that have tested positive for illegal drugs and will be doing the recommended cleaning in those houses.

Goals for Maintenance Department 2015 to 2016

- Maintaining the New Eagle Nest site
- Have move outs completed faster
- Incorporating computer systems in Inchelium and Omak districts for faster work order turn around
- New procurement processes for materials used in the field

Maintenance Department:

Randy Laramie – Maintenance Supervisor
 Melba Smith - Maintenance Secretary
 Jim Jolley – Maintenance Mechanic
 Marvin Moses – Maintenance Mechanic
 Neal Bent – Maintenance Mechanic
 Melvin Ives – Maintenance Mechanic
 Edward Wolfe- Maintenance Mechanic
 Frank Finley- Maintenance Mechanic
 Don Morris- Maintenance Mechanic
 Milo Pakootas – Custodian
 Edward Moses – Vegetation removal specialist, grounds keeper-all districts



Once again we are pleased with the results of the past year and look forward to serving our communities for the next year.

Yearly work order logged in from 10/1/2014 to 9/30/2015

Total logged in		Completed	Open
	969	880	89

Move outs	49	30	19
Annual Inspections	257	240	17
On Calls	486	465	21
Damaged	43	38	5
Move Ins	41	36	5
Reasonable Accommodations	8	7	1
Previous Maintenance	19	16	3
MEPA Requests	2	2	0
Modernization	9	9	0
Others	55	37	18
	969	880	89

FINANCE DEPARTMENT

Finance Manager: Diana White
Purchasing/Procurement Officer: Missy Delgado
Accountant: Dennis Montes
Summer Intern: Melissa Meza



The Finance Department is responsible for all financial transactions and financial reporting for Colville Indian Housing Authority. Our main goal is provide management, the Board of Commissioners, all of our funding sources, our employees, and our tenants with complete and accurate financial information in compliance with federal regulations and Generally Accepted Accounting Principles.

FY 2015 has been a year of change and growth in the Finance Department. We were able to

permanently fill the Accountant position. Welcome aboard Dennis Montes! Dennis comes to us with over 30 years of tribal government and enterprise accounting. His experience and dedication to CIHA is already evident.

In addition, we had a summer intern placed with CIHA, Melissa Meza. Melissa is completing her second year at Wenatchee Valley College. She spent several weeks with us and had the opportunity to experience most aspects and departments of CIHA. She completed several major projects. Her positive attitude and energy will be greatly missed but we hope to see her during school breaks.



Major Finance accomplishments during FY 2015 include:

1. Continuation of training/cross training plans for the Purchasing/Procurement Officer and Accountant including supervisory skills;
2. Providing in-house payroll for CIHA employees including bi-weekly, quarterly and annual reporting;
3. Preparing and issuing accounts payable checks for vendors and subcontractors;
4. Revising Financial and Internal Control Policy, Investments, Personnel and Payroll Policy and Procurement Policy;
5. Attending staff training for Purchasing, Procurement, QuickBooks, Basic Financial Statements, Program Income and Audits, and HDS.
6. Extending subcontractor review requirements to all contracts including smaller dollar amounts;
7. Work with Compliance staff on review of accounts receivable and recommended bad debt adjustments. Reconciliation of conveyed units.
8. Reconstruct financial draw requests for Tax Credit #3 project (Eagle Nest). Worked with Lee & Company on Tax Credit #1 (White Buffalo) and Tax Credit #2 (Buttercup Lane)

Projects including monthly reporting, cash transactions, quarterly financials, audited statements and tax returns.

9. Reviewing and adjusting financial statements to more properly reflect current activities. Working extensively with ONAP to improve quarterly reporting.
10. Completion of Major HUD Monitoring review.
11. Reinstated Monthly budget to actual reporting to managers. Reworked budgets and modified reporting for IHP and APR.

Planned activities for FY 2016:

1. Become fully staffed by filling the Inventory Specialist position.
2. Develop improved inventory processes and policy to improve accuracy, reconciliation and controlled access to inventory.
3. Review feasibility of purchasing an inventory system/financial reporting system.
4. Attend training on Financial Management, Uniform Circular Changes, NAHASDA Essentials, Supervisory skills, and Tax Credit projects.
5. Improved cross training for all financial staff. Develop staff leadership and communication skills. Complete desk manuals.
6. Review and implement continued improvements for tenant accounting, specifically, collections.
7. Updated RFP for auditing services.
8. Change investment broker and review investments for maximum return.

Summary of Audit Results for CIHA

2014 Financial Statements:

Type of auditor’s report issues:	Unmodified
Internal Control over financial reporting:	
• Material weakness identified?	No
• Significant deficiencies identified?	None Reported
• Noncompliance material to financial statements noted?	No

Federal Awards:

Internal control over major programs:	
• Material weakness(es) identified?	No
• Significant deficiency(ies) identified?	None Reported

Type of auditors’ report issued on compliance for major programs: Unqualified

Any audit findings disclosed that are required to be reported in accordance with Section 510(a) of Circular A-133 Income recertification needs to be renewed annually Yes

Identification of major programs:
CFDA Numbers: 14.867 Indian Housing Block Grants

Dollar threshold used to distinguish between Type A and Type B programs: \$300,000
Auditee qualified as low-risk auditee? No

**Eagle Nest Grand Opening:
October 16, 2015**

